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MEMORANDUM FOR : Chief, Logistics Services Division/OL

FROM

Deputy Chief, Special Projects Staff/ODP

ATTENTION :

SUBJECT :

SAFE Contractor Office Space

1. PURPOSE - This memorandum requests the allocation of space for the SAFE contractor. Further, it is sent to ensure that there is a common understanding of the requirements and the Consolidated SAFE Project Office's position on the Agency's potential use of approximately 5,000 square feet of space in the [redacted] in exchange for approximately 500 square feet of Government furnished space requested for the SAFE contractor [redacted]

2. BACKGROUND - As a part of the SAFE contract for development of the SAFE system, [redacted] has leased office space for the Deputy Project Manager, his secretary, one support personnel, and [redacted] technical and management personnel who will be temporarily assigned in the Rosslyn area for conducting system development activities. This space has been approved by the Office of Security for storage of material to the Secret level. However, the use of this leased space is not at the level that was originally anticipated and an option has been considered for the Agency to sub-lease the [redacted] space from [redacted]. This option, however, was dependent on the allocation of space within Ames Building for the SAFE contractor. The contractor space must be near but not a part of the CSPO so that interactions can take place without infringing on the privacy needs of the contractor or the Project Office.

3. CSPO POSITION - The [redacted] Deputy Program Manager assigned to the Rosslyn office requires a private office so that he can conduct [redacted] business. Space must be provided also for the temporary assignment of other [redacted] personnel and the support personnel assigned to the Deputy Program Manager. In our attempt to effect more cost-effective use of the contractor's expenditure of funds, the CSPO considered the use of Room 417 Ames Building for the [redacted] Rosslyn staff. After analysis by CSPO management this option was not pursued because Room 417 does not provide an adequate amount of controlled space for the contractor. Room 424, formerly used by the TADS contractor does provide the type of controlled space

that is needed. We understand, however, that Rooms 422 and 424 have been assigned to other Agency components.

4. REQUESTED ACTION - It is requested that space within Ames Building that is similar to the layout of Room 424 be allocated for the SAFE contractor so that the [REDACTED] Building lease can be terminated and effect cost savings for the Government.

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